

Fiscal Clerk I
Recruitment # 15-07

**Superior Court of California,
County of Yolo**

**Job Announcement &
Required Supplemental Questions**

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**Hourly: \$13.99 - \$15.51
Annual: \$29,104 - \$32,268**

Final Filing Date: Wednesday, March 25, 2015 at Noon

JOB DEFINITION

Under general supervision, compile and evaluate information needed to collect revenue on Court accounts; perform daily office functions; and perform other related duties as assigned.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Perform court collections, and accounts receivable tasks.
- Interview debtors to determine their ability to pay financial obligations owed to the courts; conduct financial resources background investigations to obtain information regarding debtors' ability to pay.
- Set up extended payment agreements with debtors based on their ability to pay consistent with established judicial guidelines.
- Prepare, type and/or generate a variety of court-related legal forms, documents, notices, letters, orders and abstracts as well as other correspondence related to legal filings, court payments and collections
- Receive and post payments of fines, fees and bails to accounts and journals.
- Process billing statements.
- Collect and verify all court daily deposits.
- Monitor delinquent accounts for compliance with payment arrangements.
- Monitor accounts for updating and releasing FTP's (Failure To Pay) with DMV.
- Review non-compliant cases to determine appropriate action, such as adding additional civil assessment penalties.
- Initiate a large quantity of calls to follow-up on accounts where debtors fail to carry out agreed-upon commitments.

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- Update court file information electronically and/or manually.
- Maintain files in accordance with established court policies in creating a court legal record.
- Prepare and maintain financial records, reports, correspondence and other documents related to cases.
- Generate and maintain statistical data as requested.
- Receive phone calls and answer court-related inquiries.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Mathematics related to establishing payment plans
- Alphabetical and numerical filing system
- Correct use of the English language including spelling, punctuation, and grammar
- Financial record keeping

Skills and Abilities:

- Operate computer and other standard office equipment
- Type accurately @ 35 wpm
- Comprehend and follow written and oral instructions
- Use independent judgment
- Maintain the confidentiality of court-related records
- Accurately perform duties with attention to detail
- Establish and maintain effective working relationships
- Utilize court case management system and other office software
- Communicate effectively with customers and other court staff
- Provide customer service that bestows fair and equal access to the court
- Read, understand and apply state statutes, local ordinances, local court rules and procedures pertaining to legal filings and processes
- Prioritize, maintain, and coordinate a heavy workload
- Interact with legal professionals, paraprofessionals and the public in a respectful manner

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EMPLOYMENT STANDARDS

Fiscal Clerk I - Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

Education: High school graduate or equivalent

Experience: Minimum of two (2) years collections experience

Substitution: Two (2) years of full-time education beyond high school may be substituted for one year of the required experience.

Typing Speed: Type at a minimum speed of thirty-five (35) words per minute

Driver's License: Possession of a valid California driver's license may be required for some positions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to 25 pounds and reach for items above and below desk level. Lifting of objects weighing in excess of 25 pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Over-time may occur occasionally.

BENEFIT PACKAGE

Yolo Superior Court employees are valued. The Court benefit package is described below:

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (6 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$464.77 Employee +1: \$928.89, Employee + 2 or more: \$1,207.10. An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$44.74, Employee +1: \$80.52, Employee +2 or more: \$131.65.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years.
- Additional benefits include up to 16 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

RECRUITMENT PROCESS

To be considered for this position, job applicants are required to submit the following by the closing date of this announcement:

- **A completed official court application;**
- **Answers to the Supplemental Questions on the last page of this announcement;**
- **A typing certificate, completed within one (1) year of the final filing date of the recruitment**

Human Resources will review completed applications. Applicants who are successful in the application-screening phase will be contacted for an examination and/or structured oral interview.

An eligibility list may be developed and referred to for an undesignated period of time. The court reserves the right to re-recruit rather than select individuals from the eligibility list.

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Reference checks are required. Background checks and a drug screen are required after a job offer has been extended.

Official Yolo Court application forms and typing certificate guidelines are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Court Human Resources at 601 Court Street, Woodland CA, 95695. Completed application and typing certification may be submitted in any of the following ways:

- Mail to Yolo Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 601 Court St in Woodland
- Email to humanresources@yolo.courts.ca.gov
- Fax to Court Human Resources at 530-406-6883.

Application materials must be completed, signed, and **received by Wednesday, March 25, 2015 at Noon.** If emailing or faxing, you are required to follow up with submission of the original application within three business days of the final filing date of this announcement.

For more information contact a Human Resources representative at 530-406-6881.

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Required Supplemental Questions

Responses to these Supplemental Questions must be completed and submitted together with the required Court application form. Clarity, conciseness and completeness of answers are factors considered in the selection process. Your answers to these questions will be used to evaluate your writing skills as well as your experience and qualifications for this position. Please place your name and the job designation "Recruitment #14-08 Fiscal Clerk I" on each page.

1. Please provide a description of your experience performing collections and accounts receivable tasks.

2. Describe your customer service experience. (Include telephone, in-person and written correspondence)

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TYPING CERTIFICATE INFORMATION

ON-LINE TYPING TESTS ARE NOT ACCEPTED

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

REQUIREMENTS:

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year prior to the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted.

TYPING TEST LOCATIONS

(please call agency to verify fees if applicable)

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

Express Personnel

250 W. Main Street Suite #201
Woodland, CA 95695
530-668-9675

Accustaff

426 Main Street
Woodland, CA 95695
530-662-8607

Sacramento One Stop locations (no fee for typing certificate)

915 Broadway
Sacramento, CA. 95818
Tel: (916) 324-6202

2901 50th Street
Sacramento, CA 95817
Tel: (916) 227-0301

7011 Sylvan Rd, Suite A
Citrus Heights, CA 95610
Tel: (916) 676-2540

7000 Franklin Blvd, Suite 540
Sacramento, CA 95823
Tel: (916) 563-5151

1000 "C" Street, Suite 100
Galt, CA 95632
Tel: (209) 744-7702

5655 Hillsdale Blvd, Suite 8
Sacramento, CA 95842
Tel: (916) 263-4100

**** TYPING CERTIFICATES MUST BE SUBMITTED WITH
ORIGINAL EMPLOYMENT APPLICATION****